

**Phoenix Program**  
**Process Definition – General Ledger**

Process	<b><i>Creating a Statistics Code</i></b>
Process Number	<b><i>GL – 087</i></b>

***Description of Process***

Add a statistics code. Statistics Code is a ChartField Value used to identify non-monetary amounts and associated with a specific unit of measure. Once you've added a statistics code to the table, you can use the code to document statistical amounts on the same journal line as the corresponding monetary entry. For example, a journal line that records the charge back of rent expense to an individual department can include the dollar amount of the rent to be charged *and* the amount of floor space used to determine the charge. Statistics Codes will be set up under the STATE SetID. The State of Georgia will establish the following Statistics codes:

- Floor Space
- Minutes of Telephone Usage
- Kilowatt hours
- Each
- Cubic yards
- Cubic feet
- Days
- Hours
- Thermal units
- Gallons
- Tons

***Input to Process***

Statistics Code change request is written up, signed, assigned a statistics code and approved. The statistics code is then entered into PeopleSoft.

***Output of Process***

New statistics code is created and is accessible to all business units.

***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

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***PeopleSoft Panel Groups being Used***

Function	Panel Group
Use	Statistics Code

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### ***Business Process Description***

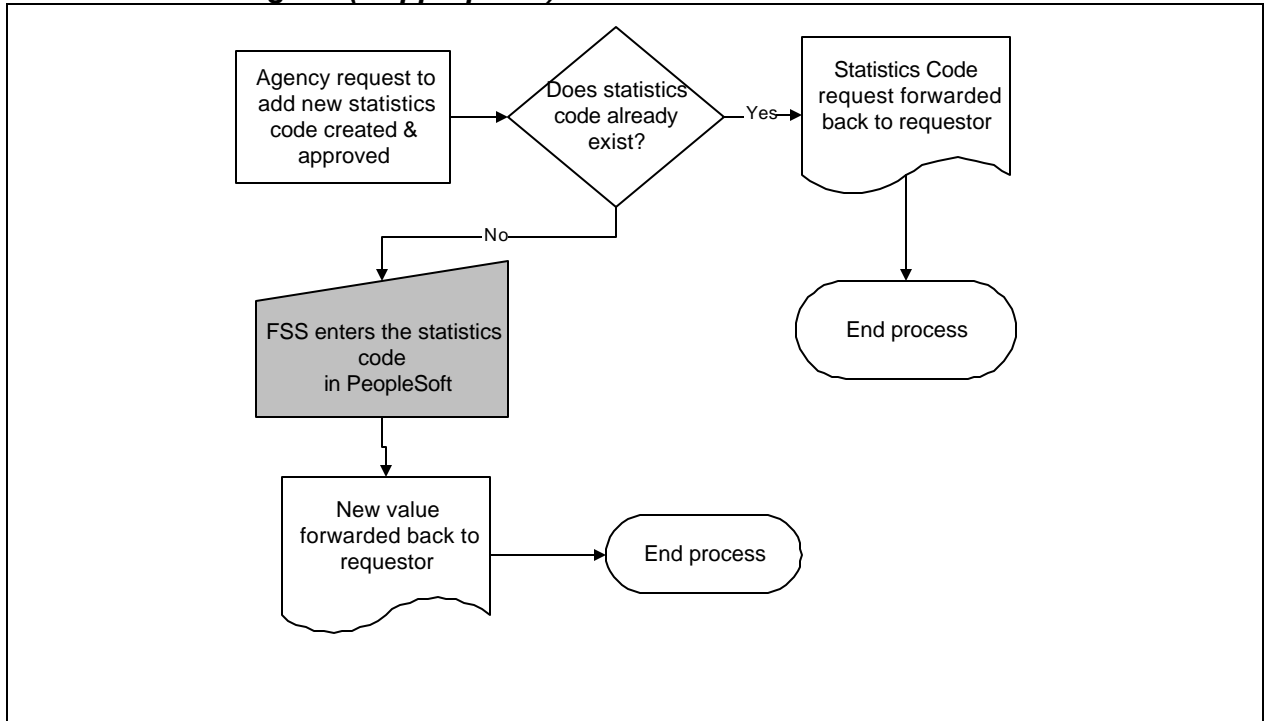
Process Description	Responsibility (Agency/Centralized)
<p><b><u>Step 1: Complete request form to create a new statistics code</u></b></p> <p>Using the forms provided to you, submit your request to the Department of Audits. If valid, the request will be forwarded to FSS for input. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.</p>	Agency
<p><b><u>Step 2: Create identifiers for your new statistics code</u></b></p> <p>Enter the SetID and Statistics Code for the statistics code you wish to create. The SetID will be STATE, since all business units will share statistics codes</p>	Centralized
<p><b><u>Step 3: Define your statistics code</u></b></p> <p>Enter the Effective Date and Status for your statistics code. The Effective Date can be set to the current or a future period and determines the date on which the statistics code will go into effect. The Status refers to the availability of the statistics code for use in journal processing. The Status for a new statistics code is "Active."</p> <p>Enter a description and short description to identify your statistics code. PeopleSoft uses the description system-wide in prompt lists, reports, other panels, and online inquiries, and the short description on panels and online inquiries with limited display space. The description field has a length of thirty (30) characters while the short description has a length of ten (10) characters.</p> <p>Enter the related Unit of Measure for your statistics code in the prompt box provided. Units of Measure are quantifiers that are used as part of statistics codes and/or amounts. They enable you to track quantity-related information on one or more journal lines.</p>	Centralized
<p><b><u>Step 4: Save the statistics code</u></b></p> <p>The statistics code is now saved and is available for use once it becomes effective.</p>	Centralized
<p><b><u>Step 5: Notify the requestor that the statistics code has been added</u></b></p> <p>Send notification to the requestor that the statistics code has been added and is available for use. The following are acceptable forms of notification:</p> <ul style="list-style-type: none"> <li>• E-mail</li> <li>• Facsimile</li> <li>• Interoffice Memorandum</li> </ul>	Centralized

### ***Forms Used with Process (#)***

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\*\*Attach sample form(s) [Statistics Code Change Request.doc](#)

### Process Flow Diagram (if appropriate):



Process Signoff

Tested By  
Date Tested